

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for the BTech program at [University/Institution Name]. As [his/her/their] [Your Relationship to the Student, e.g., instructor, advisor] during [time period], I have had the pleasure of witnessing [his/her/their] dedication to [field of study/subject].

[Include a paragraph highlighting the student's strengths, skills, and achievements related to the program.]

[Discuss a specific example or project that illustrates the student's capabilities.]

I am confident that [Student's Name] will excel in the BTech program and contribute positively to [University/Institution Name]. I strongly recommend [him/her/them] without reservation.

Please feel free to contact me if you have any further questions.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]